United Nations ST/AI/2001/1

Secretariat

8 February 2001

Administrative instruction

Currency and modalities of payment of salaries and allowances

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1, and for the purpose of setting out the arrangements concerning the currency and modalities of payment of salaries and allowances of staff members employed by the United Nations, promulgates the following:

Section 1
Currency of payment

1.1 The salary and allowances of all staff members whose official duty station is located in New York or elsewhere in the United States of America, and at Geneva, shall be paid entirely in the currency of their duty station.

1.2 At all other duty stations, internationally recruited staff members appointed:

(a) In the Professional and higher categories or in the Field Service category under the 100 series of the Staff Rules;

(b) As project personnel under the 200 series of the Staff Rules; and

(c) In the Professional and higher categories under the 300 series of the Staff Rules shall have the option of receiving payment of salaries and allowances in not more than two currencies, i.e., that of the duty station and a single other currency of the staff member's choice. Net salary and allowances may be apportioned in 5 per cent increments, e.g., 0/100, 5/95, 10/90, etc.

1.3 Except as provided in section 1.4 below, and at all duty stations, the salary and allowances of staff members appointed in the General Service and related categories under the 100 or 300 series of the Staff Rules shall be paid entirely in the currency of the duty station, unless special measures allowing total or partial payment in hard currency have been implemented in accordance with the applicable methodology of the International Civil Service Commission for non-Headquarters duty stations.

1.4 At duty stations other than United Nations Headquarters and the United Nations Office at Geneva, internationally recruited General Service staff members appointed under the 100 series of the Staff Rules, and General Service staff members appointed as "non-local" under the 300 series of the Staff Rules shall have

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the option of receiving a portion of their salary and allowances in the currency of their established country of residence, as follows:

(a) 25 per cent of base salary if the staff member has no dependants or if the dependants reside at the duty station; or

(b) 50 per cent of base salary if the staff member's dependants reside in the established country of residence.

Section 2
Modalities of payment

General

2.1 Staff members having the option under sections 1.2 and 1.4 of being paid in whole or in part in a currency other than the currency of the duty station shall exercise that option by providing the necessary information to the department or office which authorizes payment of their salaries.

2.2 In the absence of a request to the contrary, salaries and allowances shall be paid to individual staff members in the currency of the duty station, unless payment in another currency is authorized under the special measures referred to in section 1.3 above.

Staff members serving in the United States of America and payrolled from Headquarters

2.3 Payment of salaries and allowances to staff members who are expected to work continuously for six months or longer at United Nations Headquarters or at another duty station in the United States of America and who are payrolled from Headquarters shall be effected by means of direct deposit to a staff member's account in any one of the financial institutions that are members of the Automated Clearing House (ACH) network.

2.4 In confirmation of payment of salary and allowances, staff members will be provided with a detailed end-of-month statement of earnings and deductions. These statements will be distributed based on the location codes established in the payroll system.

2.5 Unless otherwise requested by the Accounts Division, Office of Programme Planning, Budget and Accounts, other payments made through the Headquarters monthly payroll, such as education grant or travel advances, shall also be directly deposited in the account designated by the staff member for the payment of his or her salary and allowances.

2.6 On recruitment or reassignment to Headquarters or to another duty station in the United States of America, staff members shall designate the financial institution where direct deposit of their salaries and allowances is to be made by submitting a duly completed Authorization for Direct Deposit of Salary form (F.48) to the United Nations Treasury. Staff members wishing to change banking arrangements, must submit a new form F.48 to the United Nations Treasury.

2.7 Staff members who consider that their situation would justify an exception to direct deposit of their emoluments should submit a request for an exception to the Treasurer, through their respective Human Resources Officers. Such requests must

explain the compelling reasons for the requested exception and be endorsed by the Human Resources Officer concerned.

2.8 Effective 15 February 2001, staff members wishing to change existing arrangements in salary distribution, or to make new arrangements, shall do so by submitting a duly completed Salary Distribution Request form (F.248) to the department or office which authorizes payment of their salaries. Internationally recruited staff members referred to in sections 1.2 and 1.4 shall indicate in form F.248 the portions of their emoluments that they wish to be paid in each currency. In the absence of the submission of the form, the existing distribution will not be changed. Changes in the currency of emoluments may not be made more than twice a year.

Section 3
Final provisions

3.1 The present instruction shall enter into force on 15 February 2001.

3.2 Administrative instructions ST/AI/402 of 23 March 1995 and ST/AI/405 of 27 July 1995 are hereby abolished.

(*Signed*) Joseph E. **Connor**
Under-Secretary-General for Management